

## **CUSTODIAN**

# Purpose:

To actively support and uphold the City's stated mission and values. To perform a full range of custodial duties related to the care, cleaning, and minor maintenance of assigned buildings and facilities.

# Supervision Received and Exercised:

Receives general supervision from the Custodial Supervisor or from other supervisory or management staff.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Clean, sanitize and deodorize jail cells and restroom facilities and fixtures including sinks, urinals and toilets; clean and sanitize showers as assigned; maintain fixtures and replenish supplies in restrooms.
- Sweep, vacuum, mop, wax, strip, and polish floors using a variety of chemicals, cleansers and equipment; vacuum and shampoo carpets and upholstered furniture.
- Dust and polish furniture, woodwork, fixtures, and equipment; wash windows, mirrors, walls and ceilings.
- Empty, clean and sanitize ashtrays and waste receptacles.
- Move and arrange furniture and equipment and set-up rooms for meetings and special functions.
- Replace light bulbs and fluorescent tubes in City facilities and outside entryways.
- Secure facilities after working hours.
- Maintain custodial equipment in proper working condition.
- Perform related duties as assigned.

# **Minimum Qualifications:**

## **Experience:**

Some experience in cleaning and maintaining building interiors is desirable.

#### **Education:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

#### Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

## **Additional Requirement:**

Must pass police polygraph and background examination.

## **Examples of Physical and/or Mental Activities:**

(Pending)

### **Competencies:**

(Pending)

Job Code: 063

Status: Non-Exempt / Classified